

# ***CITY COUNCIL***

## ***Administrative Oversight & Land Use Committee***

**Wednesday, September 7, 2011**

**4:30 pm**

**City Council Office**

**Committee Members: F. Acosta, D. Reed, S. Marmarou, Chair**

*Although Council committee meetings are open to the public, public comment is not permitted at Council Committee meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the Committee Chair.*

### **I. Interview**

**4:30 pm**

**4:30 – Melvyn Jacobson – appointment – Redistricting Committee**  
**4:40 – Barbara D’Agostino – appointment – Redistricting Committee**  
**4:50 – Geraldine Westley – appointment – Citizens Advisory Board**  
**5:00 – Candice Mayton – appointment – Citizens Advisory Board**  
**5:10 – Pamela Ciansiosi – appointment – Citizens Advisory Board**  
**5:20 – Eddie Moran – appointment – Recreation Commission**  
**5:30 – Otis Smith – appointment – Recreation Commission**  
**5:40 – Kevin Devera – reappointment – Stadium Commission**  
**5:50 – Michael Fiucci – reappointment – Civic Center Authority**  
**6:00 – Kelly Christman – appointment – Shade Tree Commission**

### **II. Appointment Recommendations**

### **III. Reading Area Transportation Study Appointment**

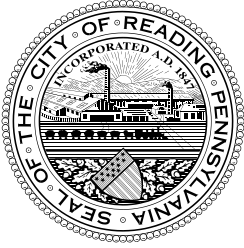
- IV. Application & Background Check Procedure (sample letter attached)**
  - V. Review Pending Applications Memo/BAC Openings/Board, Authority, Commission membership**
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**Committee of the Whole**

- **Draft External Audit**
- **Revenue Estimating**

**2011 Budget Follow-Up Items**

- Solicitor review BAC legal counsel and determine areas that require internal counsel and external counsel



CITY OF READING,  
PENNSYLVANIA

MEMORANDUM

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**TO:** Administrative Oversight and Land Use Committee  
**FROM:** Shelly Katzenmoyer, Deputy City Clerk  
**DATE:** September 7, 2011  
**SUBJECT:** Pending Applications

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The following persons have applications for Boards, Authorities, and Commissions pending:

**Citizen's Advisory Board** - *12 openings*

- **Candice Mayton** - appointment - lives in District 1
- **Geraldine Westley** - appointment - lives in District 4
- **Pamela Ciansiosi** - appointment - lives in District 5
- **William Bender** - appointment - lives in District 6

**Human Relations Commission**

- **Hazel Black** - reappointment - needs Mayoral approval - background issues

**Board of Ethics** - *1 opening*

- **Byron Max Briner** - appointment - awaiting Mayoral approval - not City resident

**Berks County Convention Center Authority** - *1 City opening, 2 County openings*

- **Michael Fiucci** - reappointment

**Redistricting Committee**

- **Melvyn Jacobson** - District 6
- **Juan Zabala** - District 5 - background issues

- **Barbara D'Agostino** – District 4

**Stadium Commission** – *1 opening*

- **Kevin Devera** – reappointment – has Mayoral approval

**Recreation Commission** – *3 openings*

- **Donald Taddei** – appointment – needs Mayoral approval – background issues
- **Eddie Moran** – appointment – has Mayoral approval – interviewed 8/15/11
- **Otis Smith** – appointment – has Mayoral approval – interviewed 8/15/11
- **Harold Pototsky** – appointment – needs Mayoral approval

**Shade Tree Commission** – *2 openings*

- **Kelly Christman** – appointment – has Mayoral approval

# BOARDS, AUTHORITIES & COMMISSIONS

## OPEN SEATS

SEPTEMBER 7, 2011

Board, Authority & Commission	Mayor appointment w/ Council approval	Mayor appointment	Council appointment
BOARDS			
Electrician's Examining Board			
			1 opening
Plumbing Board of Examiners			
	Board Full		
Reading HVAC Board			
			3 openings
Zoning Hearing Board			
			Board Full
Police Civil Service Board			
			Board Full
Fire Civil Service Board			
			Board Full
Board of Historical Architectural Review			2 openings – must reside in historic district
			1 trades/building opening
Board of Trustees of the			Board Full

Reading Public Library			
Board of Health			
			2 openings
			2 alternate openings
Board of Ethics			
	1 opening		
	1 application pending		
Building/Fire Code Board of Appeals			
	2 openings		
	1 alternate opening		
Animal Control Board			
	Board Full		
Charter Board			
	Board Full		
Housing Board Of Appeals			
	3 alternate openings		
Property Maintenance Appeals			6 openings
			Bldg/Trades Experience Required
Minority Bus. Board	6 openings		
Police Diversity Bd			
		1 opening	
		1 alternate opening	
City-wide Diversity Board			
			Board Full

Solid Waste & Recycling Appeals Board			3 citizen openings
Citizens Advisory Board	12 citizen openings		
	4 applications pending		
Main St Board	3 openings		
Business License Appeals Board			
	3 citizen openings		
AUTHORITIES			
Reading Area Water Authority			
			1 opening
Berks County Reading Area Transportation Authority			
	All appointments made		
	by the County Commissioners		
Reading Redevelopment Authority			
	Board full		
Reading Housing Authority			
			1 opening
Reading Parking Authority			
		Board full	
Reading Regional Airport Authority			
	All appointments made		
	by the County Commissioners		

Civic Center Authority			
			City positions filled
			1 County opening
Downtown Improvement District Authority			
	Board Full		
COMMISSIONS			
Planning Commission			
	Board Full		
Reading Shade Tree Commission			
	3 openings		
	1 application pending		
Stadium Commission			
	Board Full		
Park & Recreation Advisory Council			
	2 openings		
Reading Human Relations Commission			
	3 openings		
	1 application pending		
Legislative Aide Committee			4 openings
Public Safety Advisory			
		Board full	
Blighted Property Review			
	3 openings		
Environmental Advisory			2 openings



Council			
Recreation Commission	3 openings 2 applications pending		

Reading Area Transportation Study  
(610) 478-6300  
FAX: (610) 478-6316

c/o Berks County Planning Commission  
Berks County Services Center  
633 Court Street, 14th Floor  
Reading, PA 19601-4309

August 30, 2010

Council of the City of Reading  
Attention: Linda Kelleher, City Clerk  
815 Washington Street  
Reading, PA 19601

Re: Vacancy – Reading Area Transportation Study  
Technical Committee

A vacancy currently exists on the Reading Area Transportation Study (RATS) Technical Committee that needs to be filled by action of the City of Reading. This Committee serves as advisors to the RATS Coordinating Committee, the designated Metropolitan Planning Organization (MPO) and official transportation planning organization for Berks County, designated by the Governor of the Commonwealth of Pennsylvania under current and applicable federal laws. A listing of the current Technical Committee members is attached.

The vacant seat had been held by Mr. John Giardiello since being appointed to the Committee in May, 2002 until his position was eliminated by the City earlier this year. Action on filling this vacancy was held while the MPO considered possible restructuring of the committee.

The Bylaws (attached) require only that two seats on the Technical Committee be appointed by the City of Reading. The second seat is currently filled by Mr. Charles Jones, the City's Director of Public Works. In the past these seats have traditionally been filled by staff from either the City Planning Department or the Department of Public Works. There are no term limits associated with this position however that is at the discretion of the City of Reading.

The appointed member would ideally have a background in either public works or planning and an interest in the region's transportation systems. He / she also needs to have the ability to attend monthly meetings of the Technical Committee that are currently held at the Berks County Planning Commission offices at 1:30 PM on the first Thursday of the month. Meetings generally last between 1-2 hours. To the extent possible, the City should consider ethic and gender diversity in its appointment to help better reflect the composition of our community on the committee.

Action by the City of Reading is requested to fill this vacancy. Upon making your appointment, please forward me a copy of the formal action for our files as well as your appointee's name, mailing address, and daytime telephone number. We will then provide them with relevant materials related to the transportation planning process.

If you have any questions, please feel free to contact me at (610) 478-6300, Extension 6313.

Sincerely,

Alan D. Piper  
MPO Secretary

Cc: Mayor Thomas McMahon  
Charles Jones, Director of Public Works

## **SAMPLE ISSUE LETTER WHEN AN ISSUE IS IDENTIFIED BY THE ADMINISTRATION DURING THE BACKGROUND CHECK**

September 1, 2011

Citizen  
Address  
Reading, PA 196\_\_

Dear Citizen:

Thank you for submitting an application to serve on the City of Reading Citizen's Advisory Committee. As indicated on the application, a basic background check was completed to check for codes violations, outstanding warrants, and delinquent taxes, utility bills and fines. The following issue was discovered by the City Administration:

- Outstanding Trash/Recycling Fees

Unfortunately, we cannot move forward with your application process until you resolve this issue with the applicable department. We hope you will work to correct this problem as quickly as possible. We will keep your application form in the City Clerk's office for a period of 60 days. If you would like to apply for a position on a Board, Authority, or Commission after that 60 day period, you will need to complete a new application form. You can obtain a new copy of the application by visiting the City's web page at [www.ReadingPa.gov](http://www.ReadingPa.gov) or by contacting the Council office.

Please contact the City Clerk's office at 610-655-6204 if you have any questions or when this issue has been resolved. Thank you for your anticipated assistance.

Sincerely,

Linda Kelleher  
City Clerk

C: Council  
Mayor